

## Staff Report

**To:** Mayor and Town Council  
**From:** Tammi Ledley, Town Manager  
**CC:** Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff  
**Date:** January 11, 2021  
**Re:** January Staff Report

- 1 Downtown Revitalization Project:** The December partnering meeting was canceled due to weather. A meeting is scheduled for January and there may be one more meeting in February.

Last week, C.J. Miller began flushing the new storm water inlets on Main Street. They will remain onsite and continue flushing through this week.

The old traffic signal pole foundation at Gill Avenue has been removed and the old pole at North Woods Trail should be removed this week.

Verizon was onsite last week to replace a declining utility pole in the southern section of Main Street. They are also working on replacing four poles near Gill Avenue on the south bound lane and raising the lines that are hanging below the tops of the newly installed lamp posts across from Matthews Tire. Both projects are currently in engineering and have not been scheduled.

Temperatures are forecasted to be warmer this week, so you will see crews onsite working on concrete punch list items. This work includes repairing or replacing damaged concrete; correcting ADA compliance issues; cleaning and sealing the joints of sidewalks; and addressing the Town's concerns about water value boxes that were damaged during construction.

Substantial completion has been approved by SHA which stops the counting of construction days. The project still needs to be finalized and accepted. One last walkthrough inspection will be conducted that will include Town Staff and our Inspector. Crews may remain on Main Street afterwards to address items discussed during this inspection.

- 2 Commercial and Residential Projects:** Our Commercial and Residential Projects continue to move forward. New business prospects are being explored.
- 3 Business:** Carroll County Restaurant Relief II is a new grant that is available with \$720,900 of additional funding received from the State. Award amounts will be based on full-time equivalent employment (FTE), which is employees working 30 or more hours a week. Restaurants with nine (9) or fewer FTE employees are eligible for a \$3,000 grant. Restaurants with ten (10) to 50 FTE employees are eligible for a \$8,000 grant. Food trucks (regardless of employees) may receive \$3,000 in grant funding.

Eligible restaurants can submit applications online at [www.carrollbiz.org](http://www.carrollbiz.org). Carroll County Restaurant Relief II grant applications will be accepted on a first come, first serve basis. The

application portal will remain open through February 1<sup>st</sup> at 4:00 PM. National/regional chains, franchises, and publicly traded companies are not eligible. Establishments that received previous grants are eligible to apply again.

Additionally, the Small Business Administration Payroll Protection Program (PPP) Part II opened this morning at 9 AM for First Draw Loans. Sole proprietors, independent contractors, self-employed persons, and non-profits may be eligible. First Draw PPP Loans can be used to help fund payroll costs, including benefits. Funds can also be used to pay for mortgage interest, rent, utilities, worker protection costs related to COVID-19, uninsured property damage costs caused by looting or vandalism during 2020 and certain supplier costs and expenses for operations. Businesses should consult with their local lenders regarding participation in the program.

- 4 Candy Cane Lane Decorating Contest:** After many November and December events were canceled, we felt that something should be created to make the Christmas season a little brighter and more cheerful. We presented a decorating contest to residents and businesses on Main Street and it was given the name, Candy Cane Lane on Main. Participates even received their own Candy Cane Lane yard sign. The contest was divided into business and residential categories. The winners of the First Candy Cane Lane on Main Street Decorating Contest were chosen by the amount of likes on the Town Facebook page. For the residential entries, 1028 South Main took first place with 383 likes, followed closely behind by 1329 North Main for second place with 371 likes. On the business side, A Manor of Thyme won first place with 297 likes and Carquest Auto Parts came in second place with 229 likes. Each winner will receive a gift card from a local business. Residents and travelers who drove through our Town have called to share how much they enjoyed the decorations and they hope we continue this new tradition every year. The Town would like to say “Thank You” to everyone who participated and helped spread Christmas Cheer!
- 5 Military Banners:** The Military Banner Program was created to pay tribute to the brave men and women who are serving, have served, or haven given their life in the line of duty while serving in the United States Armed Forces. Any active, retired, or deceased military personnel who live, have lived or may still have family members residing in the local area may participate. Banners are displayed on Main Street from May through September. We are still accepting applications for this year with a deadline of February 1<sup>st</sup>.
- 6 Water Main Replacement:** The Town will be submitting a Request for Bid for a new Water Main Replacement for Lower Beckleysville Road. This main was installed in the 1970s but we have experienced many failures over the years. The Request for Bid (RFB) will be sent out this Friday, January 15<sup>th</sup>. The bids will be due back to the Town before the bid opening on Friday, February 5<sup>th</sup> at 2:00 PM.
- 7 Finance Department:** Cheryl is working on calendar year end closeout. She is preparing W-2's, 1099's and 1095's (ACA reporting), updating the payroll system with 2021 tax rates and updating payroll with new leave balances.